How to restrict access to either the Grantee Portal or Amplifund

All users who need to access the Grantee Portal and/or the Amplifund Grant Management System must first have an Illinois.gov account. Please refer to this FAQ for assistance:

https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf

The first person to setup an organization on the Grantee Portal (the first to access a DUNS number) will automatically have access to the Grantee Portal and to the Amplifund Grant Management System. Subsequent users to that organization will need to be approved by existing users with Grantee Portal access.

The following will show how to give someone access to the Grantee Portal and/or Amplifund.

1. A new user signs into the Grantee Portal with their Illinois.gov account at https://grants.illinois.gov/portal and is prompted to accept the terms...

2. They enter the DUNS number of the organization and submits and validates that it is the correct information...

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.
If you do not know your DUNS number please <u>click here for assistance</u> .
55555555 Submit
Is this your organization?
Test Org 123 State Street Springfield, IL 62706
DISCLAIMER By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.
No Yes

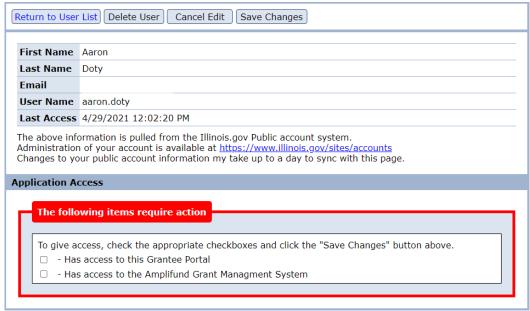
3. At this point the waiting page appears and a person currently with access to the organization must grant access...



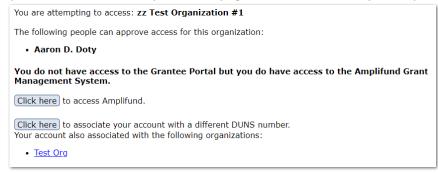
4. This is what an existing user at the organization will see at the top of the Grantee Portal Main Menu...



5. Clicking the View button takes them to the user access page for the new user...



- 6. Check the appropriate checkbox to give access to the Portal and/or Amplifund then click the "Save Changes" button at the top.
- 7. At this point if the new user has Grantee Portal access, they can refresh their browser or log back into the Portal. If they only have Amplifund access, then they will see a page similar to this if they attempt to access the Portal.



Please note that if you give access to the Grantee Portal and not to Amplifund the new user will have full access to the Portal with the exception of granting access to Amplifund. You can change a user's access by clicking the "Manage" button on the Main Menu next to the Grantee Portal Access section.